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Occupational rates of pay for
librarians, 1963, pt. 1. 1964.



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Canada Public Service Commission Pay

Research Bureau

Occupational rates of pay for librarians

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Pay
Research
Bureau

1963
pt. 1

RATES OF PAY FOR LIBRARIANS

July 1, 1963

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INTRODUCTION

During the summer of 1963, the Pay Research Bureau surveyed a number of classes for which university graduation is normally considered a requirement in the Civil Service of Canada. Librarians were among the classes for which information was obtained at that time. They form the subject of this report.

The report is in two parts. The first part deals with sources and methods and the second with survey findings. The effective date of the salary information is July 1, 1963.

The Bureau acknowledges with appreciation, the co-operation extended to its officers by the participants in the survey.

The report is a confidential document and its circulation is restricted to those designated by the Pay Research Bureau on the basis of recommendations made by the Advisory Committee on Pay Research and approved by the Civil Service Commission.



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PART I: SOURCES AND METHODS

Information in this report was obtained from 58 libraries in eight provinces. The survey covered public, university, provincial government and business libraries. The sample represents an increase of eight libraries over 1961 when librarians were last surveyed. This increase resulted primarily from an attempt to raise the representation of libraries in business and industry. A list of participating libraries is contained in Appendix A.

Librarians, grades 1 to 5, were covered in this survey. Survey officers were provided with copies of field survey specifications which are reproduced in Appendix B. They were asked to obtain "matches" for the five grades of Librarian. It will be noted that the specifications call for university graduation and a bachelor's degree in library science.

The matching to grade by survey officers this year was a departure from the method followed in 1961. At that time, officers were provided with specifications used by the Civil Service Commission for classification purposes, and obtained, from each of the libraries visited, organization charts and job descriptions to which information on the salaries and qualifications of individual librarians was to be cross-referenced. From the information obtained in the field, comparisons with Civil Service grades were subsequently made.

The basic measures used to summarize the information regarding rates of pay are defined as follows:

- (1) Mean Rate. Sometimes referred to as the weighted average, the arithmetic mean is a calculated average, obtained by multiplying each rate by the number of employees at the rate and dividing the sum of the products by the total number of employees. The mean rate is not shown where there are fewer than five observations.

- (2) First Quartile Rate (Q1). In a distribution of rates arranged in descending order, the first quartile is the rate above which 75 per cent and below which 25 per cent of the total observations fall. More precisely, it is the rate opposite the point in the distribution represented by $\frac{3(n+1)}{4}$, where n is the total number of observations. The first quartile rate is not shown where there are fewer than ten observations.
- (3) Median Rate. In a distribution of rates arranged in descending order, the median is the rate above and below which fifty per cent of the total observations fall. More precisely, it is the rate opposite the point in the distribution represented by $\frac{n+1}{2}$. The median rate is not shown where there are fewer than ten observations.
- (4) Third Quartile Rate (Q3). In a distribution of rates arranged in descending order, the third quartile is the rate above which 25 per cent and below which 75 per cent of the total observations fall. More precisely, it is the rate opposite the point in the distribution represented by $\frac{n+1}{4}$. The third quartile rate is not shown where there are fewer than ten observations.

In presenting information on years from BLS graduation, two additional measures have been used:

First Decile (D1). In a distribution of observations arranged in descending order of value, the first decile is the point above which 90 per cent and below which 10 per cent of the total observations fall. More precisely, it is the point in the distribution represented by $\frac{9(n+1)}{10}$. A first decile is not shown where there are less than ten observations.

Ninth Decile (D9). In a distribution of observations arranged in descending order of value, the ninth decile is the point above which 10 per cent and below which 90 per cent of the total observations fall. More precisely, it is the point in the distribution represented by $\frac{n+1}{10}$. A ninth decile is not shown where there are less than ten observations.

Still another measure, the average intra-library differential, has been used to express the average of the percentage rate differences between the basic and related grades of a particular class in individual libraries. Because of inevitable variations in coverage for different grades, the standard rate measures produced for each grade can be misleading if used as an indication of the differentials between grades. The purpose of the average intra-library differential is to provide a measure of the rate relationships between any two grades in the libraries surveyed.

The basic grade selected is the Librarian 2. This basic grade has been selected because it is important in the rate-setting procedure and is well represented in the survey coverage.

In calculating the average intra-library differentials between the basic grade and each of the remaining grades, the following steps have been taken:

1. for each library in the sample in which job "matches" were made for both the basic and related grade, the mean salary of each of the relevant grades was determined;
2. the mean salary of the related grade was then expressed as a percentage of the mean salary of the basic grade, indicating the rate differential existing between the two grades in the library;
3. a weighted average of the library differentials was then obtained, each library differential being weighted by the number of employees in the related grade in that library.

None of the measures discussed above are shown where fewer than three libraries are represented.

The rates presented in the report, using the measures described above, relate to July 1, 1963, or the first payroll period immediately thereafter. They include cost-of-living bonuses, where applicable, but do not include other types of bonuses, isolation pay, overtime earnings, shift differentials, allowances or other fringe benefits.

PART II: SURVEY FINDINGS

Survey Coverage

The coverage in the surveys of 1961 and 1963 is shown by type of library and by region in Table 1. The 1961 figures in this table pertain to graduate librarians with and without BLS qualifications while the 1963 figures represent only those with BLS qualifications.

TABLE 1: Survey Coverage by Type of Library and Region,
Librarians, General Field Surveys,
July 1, 1961 and 1963

	Employees		1963 as a % of 1961
	1961	1963	
<u>Type of Library</u>			
Public	400	375	93.8
University	248	300	121.0
Provincial Government	48	36	75.0
Business and Industry	27	37	137.0
Total	723	748	103.5
<u>Region</u>			
Maritimes	37	41	110.8
Quebec	62	87	140.3
Ontario	368	361	98.1
Prairies	165	129	78.2
British Columbia	91	130	142.9
Total	723	748	103.5

Table 2 presents the survey coverage by grade for librarians with BLS degree for 1961 and 1963.

TABLE 2: Survey Coverage of Librarians with BLS Degree,
Librarians, General Field Surveys,
July 1, 1961 and 1963

Class and Grade	1961	1963
Librarian 1	108	179
Librarian 2	187	216
Librarian 3	117	144
Librarian 4	83	157
Librarian 5	34	52

Rates of Pay

Table 3 indicates the coverage and mean, median and quartile rates of pay by grade for librarians matched in the 1963 survey.

TABLE 3: Mean, Median and Quartile Rates of Pay,
Librarians, General Field Survey,
July 1, 1963

Class and Grade	Coverage		Annual Rates of Pay			
	Libraries	Employees	Mean	Q1	Median	Q3
			\$	\$	\$	\$
Librarian 1	33	179	5011	4900	5000	5150
Librarian 2	42	216	5550	5300	5543	5864
Librarian 3	39	144	6306	5969	6182	6575
Librarian 4	38	157	7182	6823	7143	7400
Librarian 5	26	52	8334	7676	8388	8500

Trend of Rates of Pay

Table 4 shows a comparison of 1961 and 1963 survey findings for librarians with BLS qualifications.

TABLE 4: Comparison of Coverage and Mean and Third
Quartile Rates of Pay, Librarians,
General Field Surveys, July 1, 1961 and 1963

Class and Grade	No. of Employees			Mean			Q3		
	1961	1963	1963 as % of 1961	1961	1963	1963 as % of 1961	1961	1963	1963 as % of 1961
			%	\$	\$	%	\$	\$	%
Librarian 1	108	179	165.7	4733	5011	105.9	5000	5150	103.0
Librarian 2	187	216	115.5	5104	5550	108.7	5440	5864	107.8
Librarian 3	117	144	123.1	5958	6306	105.8	6474	6575	101.6
Librarian 4	83	157	189.2	6588	7182	109.0	6900	7400	107.2
Librarian 5	34	52	152.9	7662	8334	108.8	8194	8500	103.7

Average Intra-Library Differentials

Table 5 presents the average intra-library differentials with Librarian 2 as the basic grade.

TABLE 5: Average Intra-Library Differentials, Librarians,
General Field Survey, July 1, 1963

Class and Grade	No. of Libraries ⁽¹⁾	Average Differential (Librarian 2 = 100)
Librarian 1	25	88.2
Librarian 2	-	100.0
Librarian 3	30	113.4
Librarian 4	30	128.8
Librarian 5	21	147.3

(1) Number of libraries in which both the basic and related grade were matched.

Rates of Pay by Region and Type of Library

Tables 6 and 7 present mean and third quartile rates of pay for librarians by region and by type of library.

Rates of Pay by Years from BLS Graduation

Table 8 presents the mean, median and quartile rates of pay by years from BLS graduation. It should be noted that salary information relating to year of BLS graduation may be affected by the fact that many librarians obtain their BLS degree after a number of years of experience in library work.

Years from Graduation by Grade

Table 9 shows the median, quartile and decile years from bachelor of library science graduation for each grade of librarian.

TABLE 6: Mean and Third Quartile Rates of Pay by Region, Librarians, General Field Survey, July 1, 1963

Class and Grade	Maritimes			Quebec			Ontario			Prairies			British Columbia		
	Employees	Mean	Q3	Employees	Mean	Q3	Employees	Mean	Q3	Employees	Mean	Q3	Employees	Mean	Q3
Librarian 1	15	\$ 5019	\$ 5200	20	\$ 4865	\$ 5000	86	\$ 5018	\$ 5150	38	\$ 5122	\$ 5197	20	\$ 4941	\$ 5100
Librarian 2	7	5932	-	37	5163	5500	94	5671	5864	25	5690	5900	53	5498	5652
Librarian 3	12	6261	6519	12	6208	7050	80	6220	6368	20	6428	6735	20	6592	6960
Librarian 4	4	-	-	14	7494	7781	79	7011	7143	35	7245	7400	25	7379	7320
Librarian 5	3	-	-	4	-	-	22	7932	8200	11	8416	8800	12	8798	9600

TABLE 7: Mean and Third Quartile Rates of Pay by Type of Library, Librarians, General Field Survey, July 1, 1963

Class and Grade	Public			University			Provincial Government			Business and Industry		
	Employees	Mean	Q3	Employees	Mean	Q3	Employees	Mean	Q3	Employees	Mean	Q3
Librarian 1	67	\$ 4982	\$ 5117	105	\$ 5048	\$ 5200	3	-	-	4	-	-
Librarian 2	106	5564	5756	81	5508	5908	15	5806	6120	14	5446	5983
Librarian 3	79	6240	6400	43	6333	6800	11	6656	6960	11	6287	6675
Librarian 4	93	7023	7320	55	7470	7800	3	-	-	6	6883	-
Librarian 5	30	8005	8388	16	8934	9925	4	-	-	2	-	-

TABLE 8: Mean, Median and Quartile Rates of Pay by
Years from BLS Graduation, Librarians,
General Field Survey, July 1, 1963

Years from Graduation	No. of Employees	Annual Rates of Pay			
		Mean	Q1	Median	Q3
		\$	\$	\$	\$
0	47	4925	4800	4904	5000
1	75	5039	4840	5040	5117
2	64	5297	5010	5197	5388
3	29	5745	5460	5600	5950
4	23	5446	5150	5325	5756
5	25	5668	5345	5725	5864
6	21	6043	5550	5864	6380
7	14	6192	5355	5965	6700
8	18	6398	5760	6400	6968
9	24	6559	5514	6343	7130

TABLE 9: Median, Quartile and Decile Years from
BLS Graduation by Grade, Librarians,
General Field Survey, July 1, 1963

Class and Grade	No. of Employees	Years from BLS Graduation				
		D1	Q1	Median	Q3	D9
Librarian 1	179	0.0	0.0	1.0	3.0	7.0
Librarian 2	216	1.0	2.0	6.0	13.0	28.3
Librarian 3	133	4.0	8.0	13.0	20.0	27.6
Librarian 4	148	8.0	12.0	16.0	25.0	31.0
Librarian 5	47	9.0	12.0	17.0	24.0	29.6

APPENDIX 2

PARTICIPATING LIBRARIES

PARTICIPATING LIBRARIES

The Alberta Provincial Library	Edmonton, Alta.
Aluminum Company of Canada Ltd.	Montreal, P.Q.
The Art Gallery of Toronto, Library	Toronto, Ont.
Ayerst, McKenna and Harrison	Montreal, P.Q.
Bank of Montreal	Montreal, P.Q.
Bank of Nova Scotia, The	Toronto, Ont.
Bell Telephone Co. of Canada, The	Montreal, P.Q.
British Columbia Hydro and Power Authority	Vancouver, B.C.
The British Columbia Medical Association	Vancouver, B.C.
The British Columbia Provincial Library and Archives	Victoria, B.C.
The Burnaby Public Library	Burnaby, B.C.
The Calgary Public Library	Calgary, Alta.
Canadair Ltd.	Montreal, P.Q.
Canadian Broadcasting Corporation	Ottawa, Ont.
Canadian National Railways	Montreal, P.Q.
Carleton University	Ottawa, Ont.
Confederation Life Association	Toronto, Ont.
Dalhousie University, Library	Halifax, N.S.
École Polytechnique	Montreal, P.Q.
The Edmonton Public Library	Edmonton, Alta.
The Etobicoke Township Public Library	Toronto, Ont.
The Globe and Mail	Toronto, Ont.
The Halifax Memorial Library	Halifax, N.S.
The Hamilton Public Library	Hamilton, Ont.
The Hydro-Electric Power Commission of Ontario	Toronto, Ont.
Laval University	Quebec, P.Q.
The Law Society of Upper Canada, Library	Toronto, Ont.
The Legislative Library of the Province of Manitoba	Winnipeg, Man.
The London Public Library & Art Museum	London, Ont.
McGill University, Library	Montreal, P.Q.
McMaster University	Hamilton, Ont.
The City of Montreal	Montreal, P.Q.
The Nova Scotia Provincial Library	Halifax, N.S.
The Nova Scotia Technical Institute	Halifax, N.S.
New Brunswick Civil Service Commission	Fredericton, N.B.
Pulp and Paper Research Institute of Canada	Pointe Claire, P.Q.
Queen's University	Kingston, Ont.
The Civil Service Commission of Quebec	Quebec, P.Q.
The Regina Public Library,	Regina, Sask.
Saskatchewan Legislative Library	Regina, Sask.
Saskatchewan Power Corporation	Regina, Sask.
The Saskatoon Public Library	Saskatoon, Sask.
The Scarborough Township Public Library	Toronto, Ont.
Sun Life Assurance Company of Canada	Montreal, P.Q.
The Toronto Public Libraries	Toronto, Ont.
University of Alberta	Edmonton, Alta.
University of British Columbia	Vancouver, B.C.
University of Manitoba	Winnipeg, Man.
University of Montreal	Montreal, P.Q.
University of New Brunswick	Fredericton, N.B.
University of Saskatchewan	Saskatoon, Sask.
University of Toronto	Toronto, Ont.
University of Western Ontario	London, Ont.
The Vancouver Public Library	Vancouver, B.C.
The Victoria Public Library	Victoria, B.C.
The Windsor Public Library	Windsor, Ont.
The Winnipeg Public Library	Winnipeg, Man.
The York Township Public Library	Toronto, Ont.

FIELD SURVEY SPECIFICATIONS
FOR
LIBRARIANS

FIELD SURVEY SPECIFICATION
FOR
LIBRARIANS

LIBRARIAN 1

SUMMARY CLASS DESCRIPTION

An entrance and training level. Under supervision performs routine assignments in cataloguing, classifying, assigning subject headings to library material, searching for information and compiling bibliographies and indexes.

CLASS DETERMINANTS

Catalogues, classifies and assigns subject headings to library material according to clearly established rules.

Searches for information from standard reference aids (e.g. indexes, publishers' catalogues, directories, encyclopedias).

Compiles limited bibliographies and indexes from readily available sources of information.

May prepare material for binding or photocopying.

May order, acknowledge receipt, record, shelve and circulate library material following clearly established practices.

Does not normally edit bibliographies and indexes, or prepare reports and correspondence.

May, during initial stages and from time to time during training, do some of the work normally performed by library clerks in order to acquire knowledge of all library procedure.

SUPERVISION RECEIVED

Receives instructions on procedures and techniques. Specific instructions are given on assignments of an unusual nature.

Completed work is reviewed for adequacy, adherence to instructions and results.

SUPERVISION EXERCISED

May be required to assign and review work of subordinate staff.

CONTACTS

Establishes and maintains co-operative working relationships within the library and with patrons to obtain and provide information.

MINIMUM EDUCATION

A bachelor's degree in library science in a course of recognized standing.

MINIMUM EXPERIENCE

No experience required.

LIBRARIAN 2

SUMMARY CLASS DESCRIPTION

Under general supervision as a General Librarian performs library assignments where the work patterns are not clearly established, general instructions only on methods and techniques are given and the exercise of judgement is required OR, as an Officer-in-Charge in addition to the duties described for Librarian 1 is responsible for administrative work required in the operation of a small library, possibly for some of the duties of a General Librarian 2 in a larger library, or for the direction of a Librarian 1.

CLASS DETERMINANTS

General Librarian

Reviews current library material and brings it to the attention of library patrons.

Locates and procures material for inter-library loans.

Ensures that preparation of material for binding, and/or ordering, shelving and circulation of library material is performed according to established procedures.

Compiles and edits bibliographies and indexes.

Catalogues, classifies and assigns subject headings to library material.

Searches for information from a variety of sources to answer reference questions or to obtain detailed and precise description of library items to be acquired.

Prepares reports and correspondence.

Does not normally address groups or prepare instructions on the use of the library nor is librarian responsible for preparation of difficult bibliographies or special indexes.

Officer-in-Charge

In addition to the work performed by Librarian 1, may also undertake duties described for Librarian 2 General.

Responsible for advising and making recommendations on library services, budget, selection, acquisition and disposal of library material, material to be bound, and equipment and staff requirements.

Determines work procedures and priorities and the types of records to be kept.

Reviews current library material, arranges inter-library loans, searches for and checks bibliographical data for acquisition or reference purposes.

Writes reports and letters.

SUPERVISION RECEIVED

General Librarian - Work is assigned with general instructions on methods and techniques to be used. Interpretation and judgement are required in cataloguing and classification.

Work is reviewed for adequacy and adherence to library policy but not for accuracy of technical detail.

LIBRARIAN 2 (Cont'd)

SUPERVISION RECEIVED (Cont'd)

Officer-in-Charge - Work is performed according to established rules and procedures and the choice of action is limited by accepted practice.

General supervision of library, in respect to policy management and the services provided is exercised by a library committee of which the librarian is a member, or by a senior departmental officer.

SUPERVISION EXERCISED

May be required to train and assign work to subordinate staff with responsibility for accuracy of work done.

For the Officer-in-Charge the work direction of the library is a minor factor in terms of the time required.

CONTACTS

Establishes and maintains co-operative working relationships within the library, with library patrons and with staff in other libraries to obtain, provide and exchange information.

The Officer-in-Charge may be required to represent the organization at meetings or conferences concerned with library services.

MINIMUM EDUCATION

University graduation and a Bachelor's degree in library science in a course of recognized standing.

MINIMUM EXPERIENCE

Approximately two years of experience at the Librarian 1 level.

LIBRARIAN 3

SUMMARY CLASS DESCRIPTION

Under direction is (1) responsible for the technically independent performance of duties in a functional area of a library, or (2) the supervision of the work of subordinate staff within sections of a library system where activities are principally those of a Librarian 2, or (3) for the direction of a complete library where the activities are principally those of a Librarian 2 and where the work related to the direction is a minor factor in terms of time involved.

CLASS DETERMINANTS

As a Specialist

Catalogues, classifies and assigns subject headings in connection with difficult library material (e.g. serials and publications presenting particular language or bibliographical problems such as those issued by international and/or scientific and research organizations; material dealing with new fields of knowledge; old and rare books; material for which special forms of classification or cataloguing have to be devised).

Searches for and checks bibliographical data on library materials for acquisition or for reference purposes which requires extensive and critical searching of original sources of information and the exercise of judgement.

Selects and recommends acquisition of library materials by means of purchases, gifts and exchanges and reviews current material for recommendation to library patrons.

Compiles and edits bibliographies and indices for publication, abstracts and indexes library material, drafts reports and correspondence and addresses groups and writes instructions on the use of the library.

Applies techniques for utilizing automatic data processing in library operations with a view to improving the efficiency of the operations.

OR

As a Section Head

Performs the work described for Librarian 2 (General) or on occasion the Librarian 3 (Specialist) and in addition advises and makes recommendations on services in a functional area of a library (e.g. cataloguing, reference, acquisition or branch libraries).

Determines priorities, types of records to be kept and work procedures, including the application of techniques for utilizing automatic data processing in library operations.

Drafts reports and correspondence.

OR

As an Officer-in-Charge

Performs the work described for Librarian 2 (General) or on occasion, the Librarian 3 (Specialist).

In addition advises and makes recommendations on library services, budget, selection, acquisition (purchases, gifts exchanges) and disposal of library material, equipment and staff requirements.

Determines priorities, types of records to be kept and work procedures including the application of techniques for utilizing automatic data processing in library operations.

LIBRARIAN 3 (Cont'd)

CLASS DETERMINANTS (Cont'd)

Writes reports and letters and may negotiate exchanges with other libraries information centres, etc.

SUPERVISION RECEIVED

Specialist - Work is assigned with instructions only as to objectives and policy and in general work is not subject to review.

OR

Section Head and Officer-in-Charge - Functional area of work is assigned with instructions as to objectives and policy. Work generally not subject to review.

Direction in respect to policy, management and services provided is exercised by librarian in charge of library.

SUPERVISION EXERCISED

Specialist - May train and assign work to subordinate staff with responsibility for work done.

Section Head and Officer-in-Charge - Train staff, and organize, schedule, assign and review work of librarians and other professional and non-professional staff with responsibility for accuracy of work done, and corresponding authority to make revisions or changes as required.

Supervision of staff is a minor factor in terms of time it requires.

CONTACTS

Establishes and maintains co-operative working relationships within the library, with library patrons, with other libraries, library associations, information centres, etc. in order to obtain, provide and exchange information. May represent the organization at meetings or conferences concerned with library or related services.

MINIMUM EDUCATION

University graduation and a Bachelor's degree in library science in a course of recognized standing.

MINIMUM EXPERIENCE

Four years experience of which two shall have been in work described for Librarian 2 (General).

LIBRARIAN 4

SUMMARY CLASS DESCRIPTION

Under direction (1) to plan or develop centralized services or special programmes involving expert knowledge in one or more functional areas in a major library system or (2) to be responsible for the work of a section where the activities are those associated with a Librarian 2 (General) and Librarian 3 (Specialist) and where supervision of staff is a significant factor in terms of time or (3) to be responsible for a complete library where the activities are those associated with Librarian 2 (General) and Librarian 3 (Specialist) and where the work direction is a significant factor in terms of the time it takes.

CLASS DETERMINANTS

As a Specialist

Performs some of the work as described for Librarian 3 (Specialist)

In addition plans and develops a centralized cataloguing service for a library system which includes branch libraries and outside book collections.

Compiles and edits union lists, union catalogues and co-operatively prepared bibliographies which involves expert knowledge of cataloguing services or extensive or authoritative subject matter knowledge.

Develops special classification and subject heading schemes (e.g. the expansion or adaptation of standard classification schemes to meet special needs or the development of a bilingual subject catalogue using numerical rather than verbal subject headings).

Compiles annotated and critical bibliographies in particular or specialized fields of knowledge (e.g. music, literature, history, biology).

Plans extensive re-cataloguing or re-classification programmes.

Plans and develops techniques for utilizing automatic data processing in the library with a view to improving the efficiency of the operations.

OR

As a Section Head

Performs some of the work described for Librarian 3 (Specialist).

In addition advises and makes recommendations on library services in a functional area of a library including selection, acquisition and disposal of library material.

Determines priorities, types of records to be kept and work procedures.

Provides technical and administrative supervision to branch libraries and technical advice to departmental officers on outside book collections.

Writes reports, memoranda and letters.

OR

As an Officer-in-Charge

Performs some of the work described for a Librarian 3 (Specialist)

In addition advises and makes recommendations on library services, budget, selection, acquisition and disposal of library material, material to be bound and accommodation equipment and staff requirements.

Determines priorities, types of records to be kept and work procedures.

LIBRARIAN 4 (Cont'd)

CLASS DETERMINANTS (Cont'd)

Devises plans for the systematic development of the library holdings and services.

Occasionally provides technical advisory services for library material not under direct control of the library which includes selection and acquisition of unusual or difficult-to-locate material requiring extensive bibliographical research and comprehensive knowledge of sources.

SUPERVISION RECEIVED

Work is assigned with instruction only as to objectives and policy and is not subject to technical review.

Work is performed in accordance with the requirements and objectives of the organization served. Direction in respect to policy, management and services provided is exercised by an administrative head, a library committee of which the librarian is a member or by a senior departmental officer.

SUPERVISION EXERCISED

Specialist - May be required to train and assign work to subordinate staff both professional and non-professional.

Section Head and Officer-in-Charge - Required to train staff and to organize schedule, assign and review work of librarian and other professional and non-professional staff. The supervision of staff is a significant factor in terms of the time it requires.

CONTACTS

Establishes and maintains co-operative working relationships within the library, with library patrons, with other libraries, library associations, information centres, etc., in order to obtain, provide and exchange information. Represents the organization served at meetings or conferences concerned with library and related services.

MINIMUM EDUCATION

University graduation and a Bachelor's degree in library science in a course of recognized standing.

MINIMUM EXPERIENCE

Six years of experience of which two shall have been in the work described for Librarian 3.

LIBRARIAN 5

SUMMARY CLASS DESCRIPTION

(1) Under the policy and programme guidance of a Head Librarian carries responsibility for day-to-day administration of a library system or acts as a technical advisor to other libraries on organization administration and methods or (2) carries responsibility for a complete library system where the activities supervised are those associated with Librarian 3. Direction of staff and activities is a major factor in terms of time spent.

CLASS DETERMINANTS

As Assistant Head Librarian

Implements library policies and programmes by planning, organizing and directing the day-to-day work of the library or library division.

Reviews methods and procedures by observation and consultation; recommends institution of improved methods and procedures including the installation or revision of automatic data processing equipment.

Consults with and advises the Head Librarian on new library activities, programmes or special projects and suggests ways and means of meeting the requirements.

Advises or makes recommendations on the selection, acquisition, and disposal of library materials and on staff and equipment requirements.

May train or arrange training of new staff; resolves staff problems referring only the most difficult to the Head Librarian.

Performs duties of Head Librarian in his absence.

May share duties of Head Librarian (e.g. interviewing, advising and informing visiting librarians or others interested in the operations and objectives of the library).

May retain the duties and responsibilities of a Section Head for one of the functional areas of the library.

OR

As Officer-in-Charge

Advises and makes recommendations on library services, budget, selection, acquisition and disposal of library material; accommodation, equipment and staff requirements in accordance with organization requirements and objectives only.

Evaluates, plans, and develops techniques for utilizing automatic data processing in library operations.

Devises plans for the systematic development of the library holdings and services where the development requires thorough understanding of the functions and objectives of the organization served.

Writes reports, memoranda and letters and occasionally works on special projects and other senior library assignments.

SUPERVISION RECEIVED

The work assigned, directed, or performed is not subject to technical review.

Guidance in respect to policy and services is provided by a library committee of which the librarian is a member or by the Head Librarian.

LIBRARIAN 5 (Cont'd)

SUPERVISION EXERCISED

Is required to direct the activities of librarians and other professional staff with responsibility and corresponding authority for the performance of all library activities with the scope of the particular section or the whole library.

Direction and development of library services and staff is a primary function in terms of time spent.

CONTACTS

Establishes and maintains co-operative working relationships within the library, with the senior officers of the organization served, with librarians in other libraries and with officers of domestic and foreign organizations in order to obtain, provide and exchange information. Represents the organization served at meetings or conferences concerned with library and related services.

MINIMUM EDUCATION

University graduation and a Bachelor's degree in library science in a course of recognized standing.

MINIMUM EXPERIENCE

Eight years of library experience two of which shall have been in work requiring the supervision of activities associated with Librarian 2 (General) and Librarian 3 (Specialist).

CIVIL SERVICE RATES OF PAY
FOR LIBRARIANS

Civil Service Rates of Pay
for Librarians, July 1, 1963

Librarian 1	<i>gen. sch. level</i>	\$4560 4800	4740 4980	4920 <u>5160</u>	[*] 5160 5340	5520
Librarian 2		5160 5400	5400 5640	5640 5880	5940 6180	
Librarian 3	<i>Most. dept. libris</i>	5700 5880	5940 6180	6240 6480	6540 6780	6780
Librarian 4		6240 6600	6540 6900	6840 7200	7140 7500	
Librarian 5		7140 7620	7500 7980	7860 8340	8220 8700	

^{*}

actual living rate Civ. Serv.

^{*}

Increases are semi-annual up to the rate indicated by the asterisk, and annual thereafter.

*New rates, retroactive 6 July/63
New lib. has Grade 3 as regular working level
after 4 years.*

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